



US Army Corps of Engineers



## National Committee on Levee Safety

### Review of Committee Charter and Project Management Plan

Steve Stockton, P.E.  
Committee Chair

Eric Halpin, P.E.  
Committee Vice Chair

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## *Mission of the Committee*

1. To develop a strategic plan for implementation of a National Levee Safety Program
2. To develop recommendations for a national levee safety program
3. Educate congressional interests on these products.

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## National Committee on Levee Safety

- Section 9003, Committee on Levee Safety, of the WRDA 2007 provides authority to establish the Committee.
- The Committee shall address the nine program goals named in Section 9003.
- Technical correction passed 15 July 08.
- The final report shall be submitted within 180 days of appropriations (15 January 2009).

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## Membership on the Committee

- Chairmanship of the Committee has been delegated to the U.S. Army Corps of Engineers (USACE) Director of Civil Works on 17 July 08.
- Remaining memberships appointed by the Assistant Secretary of the Army for Civil Works 16 Sept 08.
  - 15 of 16 Voting Members Appointed
  - 4 Non-Voting Members Appointed

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## Roles and Responsibilities

- Assistant Secretary Army:
  - Appoints Members
  - Approves Charter and All Amendments
- Committee Chair:
  - Presides over Committee
  - Ensures Mission Execution
  - Can Appoint Vice Chair
  - Approves Committee Guests
- Committee Vice Chair:
  - Same as Chair Except Cannot Appoint Vice Chair
- Voting Member:
  - Attend & Participate in Full Committee Meetings and Work Group Meetings
  - Represent Home Organization
  - May send non-voting Proxy
  - Votes
  - Can abstain
  - Must follow Charter
- Non-Voting Member:
  - Attend and Participate
  - Represent Home Organization
  - May send Proxy
  - Does not Vote
  - Must follow Charter

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## Roles and Responsibilities

- Facilitator:
  - Member USACE Support Team
  - Planning, facilitation, note-taking, & technical writing
- USACE Support Team:
  - Project Manager
  - Administrative Assistant
  - Contracting
  - Work Group Members (one for each)
  - SME Presenters and Meeting Guests at approval of Chair
  - “Reach Back” Assistance
- Review Team Member:
  - Review and Provide Comments when requested within schedules

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## Committee Charter Responsibilities

- Review, understand, and follow Charter
- Suggest Amendments where Necessary
- Develop Operating Procedures and Guidelines for How It will Conduct Meetings in Accordance with the Charter (exercise today)
- Internal and External Communication Plan (Public Education/Awareness Work Group)

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## Decision Making

- Committee's Goal is to Reach Consensus on all Substantive Issues
- Final Recommendations of the Committee may be arrived at through consensus Voting Members Present for meetings
- Where consensus cannot be reached, Chair retains the right to render the recommendations of the Committee at any time.
- Chair may, at his/her discretion, choose to take a vote to inform decisions.

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## Term of Appointment

- Voting and Non-Voting Members shall serve an appointment not to exceed 2 years beginning 1 October 2008
  - Oct 2008-January 2009: nearly full time
  - January 2009-October 2010: sporadic and limited meetings
- Members unable to serve:
  - Notify Chair
  - Chair may make recommendation to ASA CW for replacement for voting members, or may replace non-voting member.

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## Project Management Plan

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## Project Management Plan

- Details the Scope, Schedules, Process, Review Plan, Operating Principles, Organization, Communication Plan, Resources, etc...
- Members are required to review and sign the Project Management Plan.

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## Scope: Strategic Plan Preamble

(1) We hold certain levee truths to be self evident:

- - Levees have too often been the only "tool" used from the flood risk management toolbox
- - Levees are now abundant and integral to many communities in the United States
- - Although proven beneficial in investment and function, levees have inadvertently increased flood risks in the country by attracting development in the flood plain
- - Levees are generally poorly understood by the governments that own and operate them and the public they protect
- - Safety programs can and should provide improved public safety through the close scrutiny of levee conditions and risks posed, and the communication of those findings.

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## Scope: Strategic Plan Preamble

- (2) In developing our strategic plan and recommendations for a National Levee Safety Program, we must focus our work on those foundational elements defined in the Levee Safety Act that distinguish the broader issues of Flood Risk Management from those issues specific to Levee Safety, namely:
- Sound technical practices to levee design, construction, operation, assessment, security, and maintenance
  - Effective public education and awareness of risks involving levees
  - Competent safety programs for existing levees that emphasize the protection of the public
  - Feasible governance solutions at all levels of government that encourage and sustain effective safety programs
- (3) In order to achieve our stated purposes, the above four aspects of Levee Safety must be the Committees' primary focus. Although we may identify other goals and connectivity with related flood risk management elements such as insurance, floodplain management, evacuation, and building codes, such elements are too broad and complex to be answered within the scope of a Levee Safety Program.

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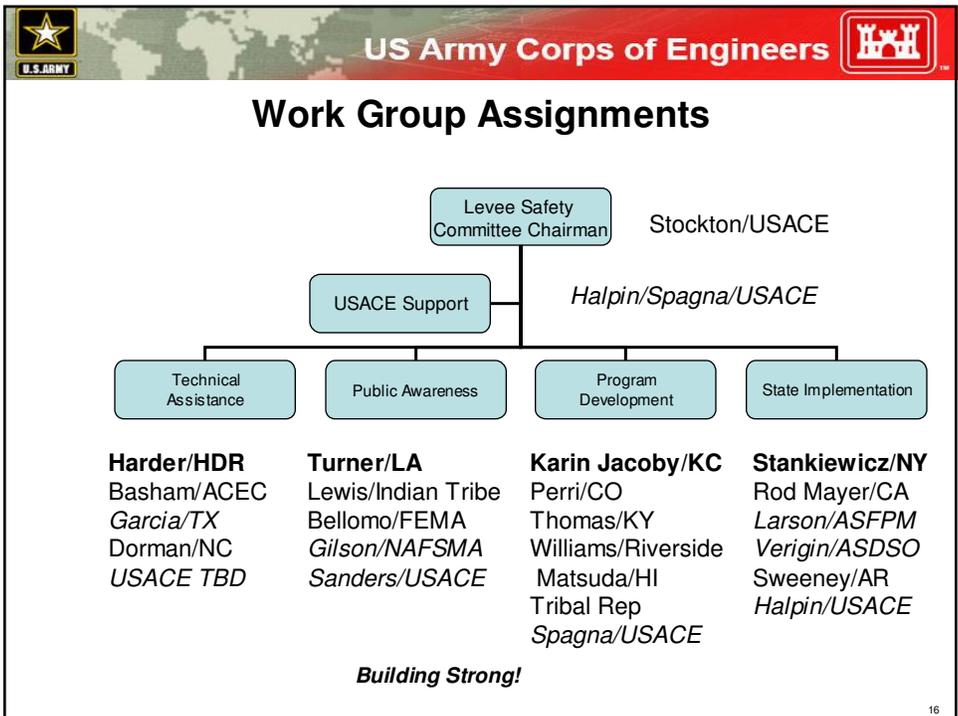
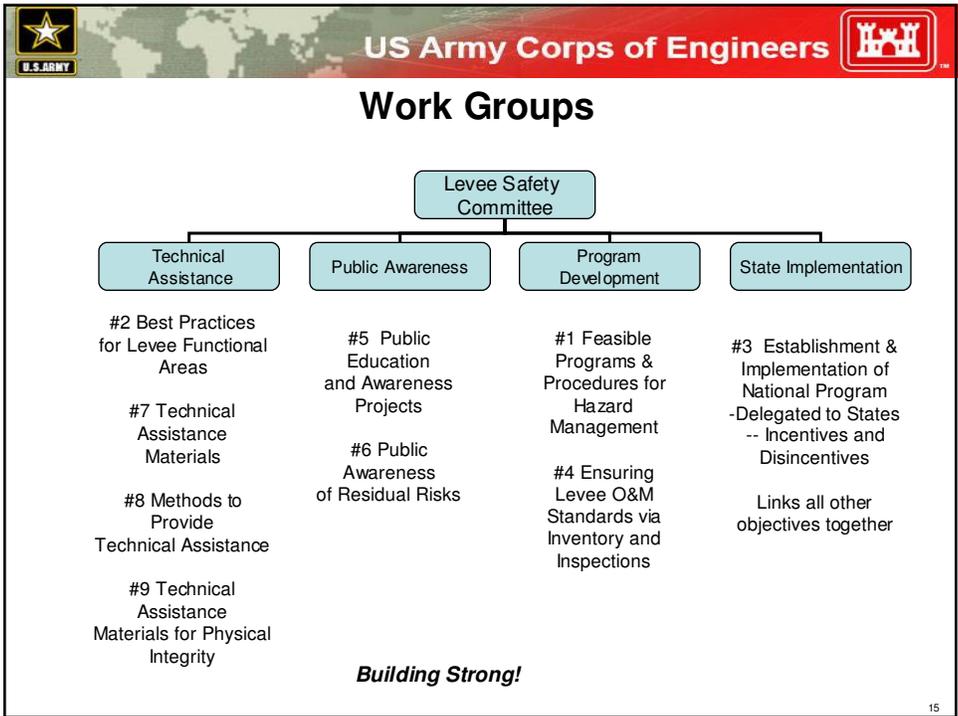


## Committee Norms

- To be Developed Wednesday afternoon...

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## Work Group Tasks and Products

- Step One: Ask clarifying questions on goals within workgroup purview. Suggest any additional goals.
- **Product = list of questions of clarification to plenary.**
- Step Two: Present questions and suggested additions to full Committee.
- Step Three: Formulate questions that would need to be answered to make recommendations for goals within workgroup purview. Identify data, input, advice needed for formulation of recommendations.
- **Product = diagram, matrix or logic model that ties questions to goals and data/information to questions**

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## Work Group Tasks and Products

- Step Four: Present logic map/diagram with key questions and needed data to plenary for discussion.
- Step Five: Work with Committee staff (chair and facilitator) to get data and inputs needed. Decide which inputs whole committee needs to understand.
- **Product= data list and research needs to USACE staff.**
- Step Six: Analyze information, answer questions, formulate recommendations. Recommendations for each goal should include:
  - Main steps of implementation
  - Rationale
  - Timing
  - Funding
  - Governance
  - Leverage and impacts on other programs
  - Metrics
- **Product = written and presented recommendations to full Committee**

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## Work Group Example...

- Goal: “(6) Building public awareness of the residual risks associated with living in levee protected areas.”

### **Steps 1 and 2, Clarifying Questions and other goals:**

- What is residual risk?
- Should risks be limited to only residual?
- Might need for awareness extend beyond those living in protected areas (working, etc...)?

### **Step 3, Questions Needed to Make Recommendations:**

- How can awareness be built in the public?
- What might the public do with this awareness? (to what end?)
- Who is best positioned to be responsible for this role?

### **Step 5, Gather Data Inputs:**

- How many people live in protected areas?
- What are best in practice awareness programs?

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## Meeting Processes

- Committee Meetings:
  - 6 Meetings of Full Committee
  - Include Up Front Briefings from Requested SMEs
  - Iterations of Work Group Brief Outs to Full Committee alternating with Work Group Huddles
  - Tasks and Objectives of Each Meeting Laid Out Ahead of Time
  - Required Inputs for Next Meeting Identified
  - Minutes Posted for Review
- Work Group Meetings
  - Alternate with Committee Meetings
  - Organization are up to the Work Groups:
    - Meet face-face at location of choosing
    - Meet via conference calls, Live Meeting, etc...
    - Combination of Above
  - Could Include SME Briefs
  - Logistics and travel supported by Kathleen Takach
  - Will include one USACE staff for support

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### October Meetings

|    |        |                                     |    |                |                |    |
|----|--------|-------------------------------------|----|----------------|----------------|----|
|    |        |                                     | 1  | 2              | 3              | 4  |
| 5  | 6      | 7                                   | 8  | 9              | 10             | 11 |
|    | Travel | Committee Meeting 1 – Lansdowne, VA |    |                | Travel         |    |
| 12 | 13     | 14                                  | 15 | 16             | 17             | 18 |
|    |        | Work Group Meetings                 |    |                | Brief Staffers |    |
| 19 | 20     | 21                                  | 22 | 23             | 24             | 25 |
|    | Travel | Committee Meeting 2 – Grapevine, TX |    |                | Travel         |    |
| 26 | 27     | 28                                  | 29 | 30             | 31             | 1  |
|    |        | Work Group Meetings                 |    | Review Team #1 |                |    |

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### November & December Schedule

|    |        |   |    |                |        |    |
|----|--------|---|----|----------------|--------|----|
| 2  | 3      | 4   | 5  | 6              | 7      | 8  |
|    | Travel | Committee Meeting 3 – Lansdowne, VA       |    |                | Travel |    |
| 9  | 10     | 11  | 12 | 13             | 14     | 15 |
|    |        | Work Group Meetings                       |    |                |        |    |
| 16 | 17     | 18  | 19 | 20             | 21     | 22 |
|    | Travel | Committee Meeting 4 – Deerfield Beach, FL |    |                | Travel |    |
| 23 | 24     | 25  | 26 | 27             | 28     | 29 |
|    |        | <b>No Meetings</b>                        |    |                |        |    |
| 30 | 1      | 2   | 3  | 4              | 5      | 6  |
|    |        | Work Group Meetings                       |    | Review Team #2 |        |    |
| 7  | 8      | 9   | 10 | 11             | 12     | 13 |
|    | Travel | Committee Meeting 5 – Lansdowne, VA       |    |                | Travel |    |

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## December/January Schedule

|    |                |                                     |    |    |    |        |
|----|----------------|-------------------------------------|----|----|----|--------|
| 14 | 15             | 16                                  | 17 | 18 | 19 | 20     |
|    |                | Work Group Meetings                 |    |    |    |        |
| 21 | 22             | 23                                  | 24 | 25 | 26 | 27     |
|    |                | No Meetings                         |    |    |    |        |
| 28 | 29             | 30                                  | 31 | 1  | 2  | 3      |
| 4  | 5              | 6                                   | 7  | 8  | 9  | 10     |
|    |                | Work Group Meetings                 |    |    |    |        |
| 11 | 12             | 13                                  | 14 | 15 | 16 | 17     |
|    | Public Meeting | Committee Meeting 5 – Lansdowne, VA |    |    |    | Travel |
| 18 | 19             | 20                                  | 21 | 22 | 23 | 24     |

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## High-Level Meeting Plan for Committee Meetings 1-3

|  |   |  |
|--|---|--|
| <p><b>#1 Developing A Common Foundation and Operating Norms</b></p> <p><b>Date:</b> October 6-10, Landsdowne, VA</p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Charter</li> <li>• Project Mgmt Plan</li> <li>• Establish Working Groups</li> <li>• Confirm Schedule</li> <li>• Develop Vision</li> </ul> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>• Background presentations</li> <li>• Vision discussion</li> <li>• Develop Operating Norms</li> <li>• Organize Working Groups</li> </ul> | <p><b>#2 Identifying Key Questions and Mapping Them to the Acts Goals</b></p> <p><b>Date:</b> October 20-24, Gaylord, TX</p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Develop key questions that need to be answered</li> <li>• Articulate data and information needs</li> <li>• Confirm workgroup specific plans and report outs</li> </ul> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>• Review questions generated by workgroups and agree on final set of questions and goals</li> <li>• Resolve any questions of clarification about scope</li> <li>• Develop draft goals outline for the Review Team</li> </ul> | <p><b>#3 Building the Report One Goal at a Time, Analysis &amp; Recommendations Generation</b></p> <p><b>Date:</b> November 3-7, Landsdowne, VA</p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Incorporate Review Team comments on goals and questions</li> <li>• Identify new data</li> <li>• Review drafts of initial sections of the strategic plan</li> </ul> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>• Review and comment on recommendations and their rationale from working groups</li> <li>• Agree on interim recommendations for some goals</li> <li>• Review and comment on background sections of plan</li> </ul> |
| <b>Working Group Meets</b>   | <b>Working Group Meets</b>  | <b>Working Group Meets</b>   |
| <b>REVIEW TEAM MEETING: OCTOBER 30TH</b>   |   |  |
| <b>Working Group Meets</b>   | <b>Working Group Meets</b>  | <b>Working Group Meets</b>   |

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|--|---|---|
| <b>High-Level Meeting Plan for Committee Meetings 4-6</b>  |   |   |
| <p><b>#4 Building the Report One Goal at a Time, Analysis &amp; Recommendations Generation</b></p> <p><b>Date:</b> November 17-21, Florida</p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>Incorporate Review Team comments on goals and questions</li> <li>Identify new data</li> <li>Review drafts of initial sections of the strategic plan</li> </ul> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>Review and comment on recommendations and their rationale from working groups</li> <li>Agree on interim recommendations for some goals</li> <li>Review and comment on background sections of plan</li> <li>Complete guts of recommendation session</li> </ul> | <b>Working Group Meets</b><br><br><b>REVIEW TEAM MEETING: DECEMBER 4TH</b>                      | <p><b>#5 Incorporating Feedback from Draft Plan</b></p> <p><b>Date:</b> December 8-12, Landsdowne, VA</p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>Complete first cut of complete plan</li> <li>Identify any gaps that need to be filled before final meeting</li> <li>Identify any areas where consensus has not yet been reached</li> <li>Agree on principals and main tasks of roll out plan</li> </ul> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>Review first draft of complete strategic plan</li> <li>Review draft roll out plan</li> <li>Describe needs for legislative language and assign authors</li> </ul> |
|  | <b>Working Group Meets</b><br><br><b>PUBLIC MEETING TO GET INPUT ON DRAFT PLAN: JANUARY 5TH</b> | <p><b>#6 Finalizing Decisions, Describing Consensus</b></p> <p><b>Date:</b> January 5-9, Landsdowne, VA</p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>Develop final draft of plan</li> <li>Describe any areas where consensus could not be reached</li> <li>Finalize rollout plan.</li> <li>Confirm initial legislative language</li> </ul> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>Attend public meeting.</li> <li>Review comments and feedback from public meeting.</li> <li>Discuss implementation and participation in rollout plan.</li> </ul>  |
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|---|--|
| <b>Committee Quality Control Process</b>  |  |
| <ul style="list-style-type: none"> <li>Project quality control will be maintained and monitored by the committee workgroups. Oversight of the quality control process will be the responsibility of the committee chair.</li> <li>Quality assurance will be ensured through external peer and public review of products developed by the committee work groups. Review team members will include Mr. Godfrey Garza, Ms. Geneva Grille, Mr. Ray Hart, Mr. David Miller, Mr. Subhas Shah, Mr. Matt Sherer, Mr. George Sills, Mr. Rob Vining, ASA CW &amp; HQ USACE staff, FEMA, USBR, BIA, NRCS, IBWC, ASCE, ASDSO, NAFSMA, ASFPM, ACEC, T&amp;I and E&amp;PW Committee Staffers, and National Academies.</li> <li>Two Review Meetings Scheduled – will be looking for one Work Group Representative to attend</li> </ul> |  |
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Discussion

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